



United States Department of the Interior

Bureau of Land Management

Eastern States
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IN REPLY REFER TO:
1520(950) P

February 27, 2004

EMS TRANSMISSION 02/05/2004
Information Bulletin No. ES-2004-07

To: State Office Expanded Leadership Team

From: State Director, Eastern States

Subject: Designation of Custodial Property Officers

Changes in staff positions have made it necessary to update the Custodial Officer designations for personal property. The following personnel are being designated as Custodial Officers for the State Office personal property assigned to their organization.

ES-910	Ann Aldrich	ES-954	John Douglas
ES-912	Terry Lewis	ES-960	Steve Douglas
ES-915	Gary Cooper	ES-961	Mike Young
ES-930	Gloria Brown (Acting)	ES-962	Joe Beaudin
ES-950	Ruth Welch	ES-963	Pat Tyler
ES-952	Pete Turner	ES-964	Tondi Ballard

A Custodial Officer is defined as the "...local operating official responsible for ensuring individuals within their area of responsibility acquire, maintain and properly use property needed to perform their duties and identify unneeded property for disposal."

Custodial Officers, normally supervisors, are appointed by the Accountable Officer and are identified in the Fixed Asset (FA) System as "custodial officers." (See BLM Manual 1520, Personal Property Management, .04 Responsibility [Attachment 1].)

If you have any questions, please contact Pete Turner, Chief, Branch of Business and Administrative Services, BLM-Eastern States, at 703-440-1571.

Signed by
Michael D. Nedd
State Director

Authenticated by:
Vernadean E. White
Management Assistant

Attachment
BLM Manual 1520, .04, B (1p)